



DEPARTMENT OF STATE  
WASHINGTON

December 27, 1961

Dear General Cabell:

The number of copies of Department of State communications being distributed has increased materially and the trend continues upward at a steady pace. The workload of processing and handling this large volume of material now has reached the point where the delivery of important messages to end users is being delayed. As an initial step in the alleviation of this condition, it has been decided to effect an overall reduction of fifty percent (50%) in the number of copies of all forms of reproduced communications distributed to officers in the Department of State and other government agencies. The revised distribution to your agency, which will be effective January 1, 1962, is set forth below.

<u>Telegrams</u>	<u>Airgrams, Instructions and Despatches</u>
Action - 9	Action
Information - 9	Information - 6
Top Secret/	Top Secret/
Limited Distribution - 1	Limited Distribution - 1

It is believed that this presents an ideal opportunity for each agency to examine the real "need to know" requirements of officers now receiving the present number of copies. Further, each agency is encouraged to undertake an analysis of drafting officer's practices to reduce the length of communications to a minimum, consonant with clarity.

Within the near future I will forward to you the subject matter indices from which communication analysts determine the subjective interest of your agency in a given communication. These lists should be critically examined to eliminate

those

General Charles P. Cabell,  
Deputy Director,  
Central Intelligence Agency,  
Langely, Virginia.

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those subjects in which your agency no longer has an interest or in which your interest is only peripheral.

The cooperation of all concerned is solicited in this endeavor to solve this common problem and to ensure more rapid delivery of important communications.

Sincerely yours,

Henry H. Ford  
Deputy Assistant Secretary  
for Operations

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MEMORANDUM FOR: General Cabell

and Cable Secretariat  
have copies.

Dissem should <sup>WE</sup> be  
made to DD/I + DD/P

*CF*  
(Copies sent to DD/I)

✓ DD/P for action - 12/29/61

28 December  
(DATE)

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MEMORANDUM FOR:

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General Cabell has the original, and I have  
sent a copy to Cable Secretariat for information.

WE

28 December  
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Copies have been sent to EO/DCI, Cabel Secretariat,  
DDI, DDP, & AOS.

DDI and DDP have been asked for their comments  
on which to base a reply for General Cabell's  
signature. Reply will be drafted here.

12/29/61

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